CLPH - Client Payment History

This screen displays the monthly amount paid for the care of a specific client. It is a history of all payments (warrants actually issued) summarized by service month and year. The worker can access a particular month to see additional details.



Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the client you wish to view client payment history information for.

NAME

This field will display the name of the client whose ID is entered in the CAPS ID field.

PAYMENT PERIOD BEGIN DATE

This field will default to current month and year but you can enter any starting month/year (MM/YYYY) you want to view payment history for.

END DATE

This field will default to current month and year but you can enter any ending month/year (MM/YYYY) you want to view payment history for.

Enter "I" if you want to inquire on a specific month in order to view payment details associated with that particular month.

SERVICE MM/YEAR

This field will display the month/year in chronological order based on the date span entered in the payment period begin date and payment period end date fields. *If the entered date span is more than 12 months, press F8 to view additional months.*

TOTAL PAYMENTS

This field will display the total amount of payments issued during that particular month/year.

PERIOD TOTAL

This field will display the total amount of payments issued during the specified date span.

Additional Information

Only payments that have been posted will appear on a client's payment history. Payments that have just been approved, released or have been denied will not appear.